

Windows

# CAPTURING/PRINTING A SCREEN



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## CAPTURING A SCREEN

Some times you want to record the events on your monitor's screen. It might be that there is a error message that is to complicated to write down or it may be that website's layout or contents that you want to remember.

Here's how to do it:

1. With the screen showing, touch the "Print Screen" key which is usually located to the right of the F12 function key (**Figure 1**). Nothing appears to happen, but a photo of that screen has been placed on your clipboard.
2. Open a word processor, such as Microsoft Word or WordPerfect, or a graphics-editing program, such as Adobe Photoshop Elements.
3. From the MenuBar, select File > New Document.
4. Left-click on "Paste."



Figure 1  
Your key may be called "PntScn" or "Prnt Scrn"

## PRINT ONLY TOP WINDOW

To make a screen shot of your active window (the top window); but not the whole screen, do these two steps. This is useful when you want to capture the pop-up instead of the whole screen.

1. Hold down the Alt key and touch the “Print Screen” key — releasing both quickly: Alt + Print Screen.
2. Steps 2 – 4 are the same as above.

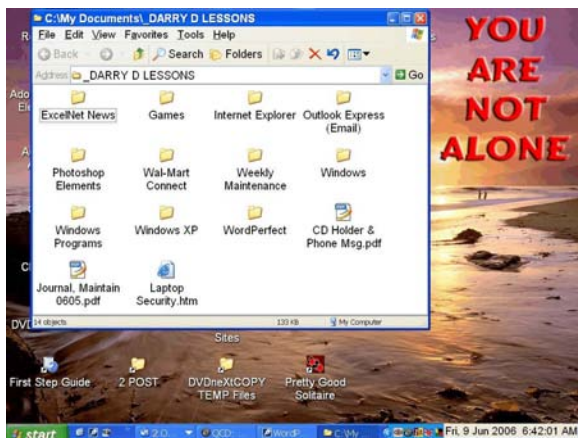


Figure 2

If you touch only the “Print Screen button, you get this saved screen.

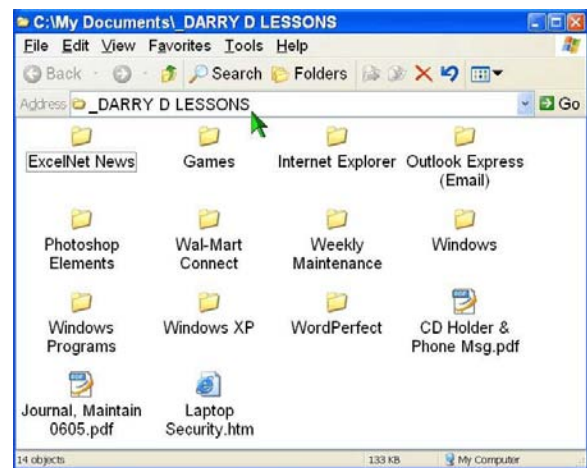


Figure 3

Using “Alt + Print Screen”, this is what is saved from the screen to the left.